

ANNUAL REPORT OF THE TRUSTEES

STATE LIBRARY OF MASSACHUSETTS

The Trustees of the State Library state this their sixty-eighth annual report for the fiscal year ending June 30, 1977 under the provision of Chapter 6, Section 37, of the General Laws (20A-24).

Chapter 103 of the laws of 1977 will become effective July 16, 1977 and will make the Secretary of State an ex officio member of the Board of Trustees, increase the citizen members of the Board by one, and permit the Senate President, the Speaker of the House, and the State Secretary to appoint voting delegates to represent them on the

ANNUAL REPORT

Mr. Alexander J. Calla of the was appointed a trustee by Governor Michael S. Dukakis. Mr. Solomon Rosenbaum, resigned.

TRUSTEES OF THE MASSACHUSETTS STATE LIBRARY

Mrs. Cecelia E. (Designated as the trustee for a term ending June 30, 1977)

George Fingold Library)

FOR THE

FISCAL YEAR ENDING

June 30, 1977

Mrs. Ellen Welch

Alexander J. Calla

John A. Harrington
President of the Senate

Thomas R. McGee
Speaker of the House of Representatives

THE COMMONWEALTH OF MASSACHUSETTS



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The Commonwealth of Massachusetts
State Library
George F. Vanecko Library
State House, Boston, MA 02133

ANNUAL REPORT
of the
TRUSTEES OF THE MASSACHUSETTS STATE LIBRARY
(Designated as the
George F. Vanecko Library)

FOR THE
FISCAL YEAR ENDING
JUNE 30, 1977

THE COMMONWEALTH OF MASSACHUSETTS

ANNUAL REPORT OF THE TRUSTEES

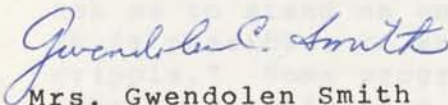
To the Governor and to the Honorable Senate and House of Representatives in General Court assembled:

The Trustees of the State Library make this their sixty-eighth annual report for the fiscal year ending June 30, 1977 under the provision of Chapter 6, Section 37, of the General Laws (Ter. Ed.)

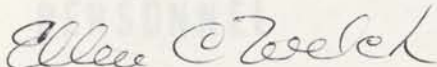
Chapter 108 of the laws of 1977 will become effective July 14, 1977 and will make the Secretary of State an ex officio member of the board of trustees, increase the citizen members of the board by one, and permit the Senate President, the Speaker of the House, and the State Secretary to appoint voting designees to represent them on the board.

Mr. Alexander J. Cella of Lexington was appointed a trustee by Governor Michael S. Dukakis to replace Mr. Solomon Rosenbaum, resigned, for a term to expire June 1, 1978.

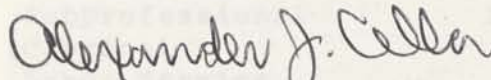
Mrs. Gwendolen Smith was reappointed a trustee for a new term expiring June 1, 1979.



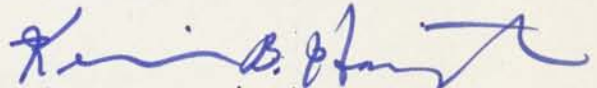
Mrs. Gwendolen Smith
Chairperson



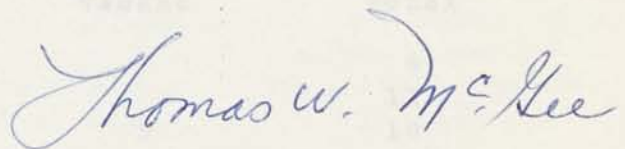
Mrs. Ellen Welch



Alexander J. Cella



Kevin B. Harrington
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Speaker of the House of
Representatives



The Commonwealth of Massachusetts

State Library

George Fingold Library

State House, Boston, Mass. 02133

ANNUAL REPORT

State Librarian

1 July 1977

I am pleased to report on State Library activities for fiscal year 1976/77. This year's report is considerably more positive in spirit than that of last year. However, that is not a difficult feat.

The Commonwealth's government eased out of its fiscal crisis to some extent and this led to the State Library's being permitted to fill some of the staffing vacancies which so crushed its operations last year. But by June 1977 the staffing situation had again sunk to the point of crippling the library's basic operations. To quote an old proverb, "To ask me to stand on one leg for a short time is not easy, but it is possible; to ask me to stand that way forever makes me a cripple." Some progress was made, nevertheless, in most of the library's activities and in making the library a more effective operation.

PERSONNEL

July 1, 1976	Filled	Vacant	Total
Professional	9		9
Subprofessional	12		12
Clerical	5	5	10
Labor Service	3		3
	<hr/> 29	<hr/> 5	<hr/> 34

June 30, 1977	Filled	Vacant	Total
Professional	8	2	10
Subprofessional	12		12
Clerical	3	6	9
Labor Service	3		3
	<hr/> 26	<hr/> 8	<hr/> 34

The figures shown above indicate that the library had again slipped by June to the same level of staffing reached during the most critical periods of last year. The average level of staffing during the year, however, was 29; a level which permits the library to operate, but at its most minimal level of service and collection maintenance. Appropriations for fiscal 1977/78 assured the library's ability to bring the staff back up to the level of 29. The evil specter of a state government-wide attrition plan to reduce the total number of state employees hangs over every state agency. The essence of that plan for the State Library would mean a reduction in the library's staff to 26; a staffing level lower than the library had before World War II, and a level destructive to the library's service and collections.

Supplementing the library's regular staff during the past year were three employees hired under the federal Comprehensive Employment and Training Act (CETA). Without their assistance much of the basic technical library processing would have ground to a halt. Unfortunately, these appointments are limited to one year, so that valuable and expensive training in library techniques and interpersonal relations is lost too soon after the CETA employee develops the required skills. Nevertheless, their efforts, even for a year, helped keep the library's operations afloat. Hopefully, they will be replaceable with other appointees for another year.

Also assisting in filling gaps created by vacancies were the valuable interns and work/study students from the Simmons School of Library Science and the University of Massachusetts. They provide a bright and vigorous approach to many tasks assigned them in the library.

After a four year battle with the state's personnel bureaucracy, it appears that the career classification ladder for librarians in state service will finally be approved early in the next fiscal year. The classification Librarian II was approved two years ago. This year complications about the classification Librarian IV were finally resolved and it was officially established. The Division of Personnel Administration finally after a more than gentle nudge from the State Librarian began the process to get the classifications of Librarian I, III, and V established. Early approval is expected.

The new career ladder for librarian will not automatically bring reclassification for professional librarians in state service who are presently serving in a variety of job titles other than librarian. Individual employees and state agencies must now move to make the necessary staffing changes. The employees' union should also prove useful in promoting the necessary changes.

During the year Miss Joan Stravinsky retired after 15 years of state service, fourteen of which were in the State Library, and Mrs. Emily King retired after two years employment with the State

Library. Timothy Heigh resigned as a member of the professional staff to accept a position with the Virginia State Library. Deborah Watson, now Mrs. Pellegrini, was appointed to fill a vacancy created by Linda Roberge's resignation. Ms. Roberge returned to her artistic pursuits. Mrs. Pellegrini is a graduate of the University of New Hampshire. Mrs. Suzanne Tarmey was appointed to the position of secretary to the State Librarian. Mrs. Tarmey has her associate degree from the North Shore Community College.

Mrs. Davies, Ms. Motta, and Mrs. Oslin attended a five-part training course on basic supervision sponsored by the State Division of Personnel Administration.

The library's professional staff has continued its involvement in other library activities. Not only does this project the State Library's image and service to a larger public, but it contributes to the professional growth of the individual library staff members. Mrs. Mary McLellan continued to meet monthly with the Private Law Librarians of Boston. These law firm libraries are heavy users of the State Library's collections. Mrs. Anne Davies serves on the Cataloging Committee of the Boston Library Consortium and has become editor of the monthly newsletter of the Boston Chapter of the Special Library Association. She was also instrumental in organizing a workshop on the new copyright law under Special Library Association sponsorship. Mrs. Susan Tierney Oslin serves on the Public Services Committee of the Boston Library Consortium and has been the State Library's liaison on a number of the consortium's user-oriented publications. Ms. Camille Motta represents the State Library on the very active committee on government documents of the New England Library Network, and serves as secretary of the Boston Library Consortium's Serials Committee. Ms. Motta is also active in the Boston Chapter of the Special Library Association. The State Librarian is a member of the board of directors of the Boston Library Consortium and has been elected treasurer for the next fiscal year. He was appointed to an ad hoc committee of the American Association of State Library Agencies to write a statement of standards for library services at the state level. In May, on the invitation of the new Librarian of Congress, the State Librarian attended the Fourth Assembly of State Librarians at the Library of Congress in Washington. He has also been delivering lectures on the use of government documents in basic research at the Boston Center for Continuing Education.

THE BUILDING AND FACILITIES

Since moving to its present quarters in 1899, the State Library has been a cold place in the winter and a hot place in the summer. There is no airconditioning except in the treasure vault and in some of the administrative offices. In the winter the windows leak cold to such an extent that cold drafts are sufficiently

strong to blow papers off desks. The State House's heating system is over 75 years old and the pipes and heating units are simply worn out. In the whole State Library only two radiators were in working condition last winter. Some Monday mornings after a weekend of no heat, temperatures in the library were near freezing. Energy saving reductions in the heating of the State House has only exacerbated an already poor situation.

During the past year agreement was reached on replacing the library's windows with tight thermopaned modern frames which would hopefully reduce heat loss and cold leakage. Funds were appropriated, plans drawn, and contracts arranged. During the late fall of 1977 construction should be completed. Unfortunately, no money remained in the appropriation to undertake even a partial overhaul of the collapsed heating system. This work will now probably wait for major renovation in the future.

Preliminary to more major renovation, relatively simple changes in space use and the purchase of basic filing equipment for the library's special collections is required. The governor included in his 1977/78 capital budget request to the General Court an item of \$41,000 for some new equipment for the State Library. In the late spring the State House carpenters began taking apart and moving built-in filing and storage cabinets on the library's mezzanine. The cabinets are to be reassembled in the library's annex in the west wing. The acquisition of the new equipment and the availability of the space where the cabinets were located will make the user space in this area much more efficient and comfortable.

Since it is intended that more and more of the library's special collections of material be housed in the library's annex in the west wing of the State House, it became imperative that the security over material in use in that area be improved. The practice had been in the past to bring material from the vault or annex stacks and have the user sit at a table or desk in a separate reading room. Staff was not always present in that room, and no security was maintained over the material being used. The possibility for theft and/or mutilation was a major and growing concern. Meanwhile down the hall, the State Archives maintained a small cramped reading room over which they maintained reasonably close security. The State Librarian had previously discussed with the State Archivist some possible cooperative steps to solve this set of mutual problems. With the arrival of a new State Archivist the discussions were resumed, and during the past year the State Archives and State Library combined their search and reading rooms to their mutual benefit. The archives gained more space for its staff and more space for its users. With the archives staff managing the search room on a rotating schedule, the library gained improved security over its valuable collections.

Three years ago an architectural survey of the library's physical facilities was completed and certain recommendations

were made concerning renovations and improvements. The cost was set at approximately 1.5 million dollars. In the Governor's capital budget request for FY 1977/78, these renovations appeared for the first time as a recommended long-range project. Although no funding was immediately anticipated, it was a good first step.

THE COLLECTION

The great effort of reducing the bulk size of the library's collection continued during the year. Over 37,500 items were removed from the collection while 13,000 new items were added reducing the library's net holdings from 856,500 to 832,000 units. The State Library is committed to a policy of reducing the library's quantitative size in order to reduce extremely crowded conditions in the stacks. The goal is a library collection of no more than 750,000 units.

This year's purge came in the Dewey classifications of 100, 200, 400, 500, 600, 700, and 800 in the library's main stack area. These portions of the library's collection receive less use and are not to any large degree within the library's current collecting policy. At the same time, all potential rarities in these parts of the collection were resituated in the vault/treasure room and all books published since 1970 or in regular use were reclassified into the Library of Congress classification scheme. The books remaining after purge and reclassification have been transferred to a more distant stack area on the fifth floor. The rarities in the 974's (Massachusetts and local history) were shifted to the vault and the rest of that collection was moved to the fourth level of the main stack which had been partially vacated when the before mentioned material had been shifted. These moves and others contemplated for the coming year, will provide room for the steady growth of the newer collection classified in the Library of Congress system.

Preparatory to dismantling and moving the cabinets on the library balcony, it was necessary to remove the material housed there. A World War I and II oversized poster collection which was stored in some of these drawers was transferred to the Boston Public Library. That library's Print Department houses one of the largest poster collections in the country, and it seemed pointless for the State Library to try to maintain such a collection considering the library's contemporary role, its staff, and space limitations.

Also transferred to the Rare Book Department of the Boston Public Library was a small collection of material on the 19th and early 20th century world's fairs. The public library had recently accessioned a sizeable gift collection of material on this subject, and it seemed logical to merge the two collections since this subject material has very little interest to the State Library's clientele.

During the early part of the year, the State Library made its final selection from the book collection of the Bureau of Library Extension. Most of the volumes selected have been placed in storage in the library's annex until they can be rescreened, processed, and cataloged for the State Library's collection. These volumes will add immeasurably to updating and balancing the library's basic collection.

Other major acquisitions came to the State Library from the libraries of the Department of Commerce and Development (closed), the Department of Public Welfare (closed), and the Division of Americanization and Naturalization (abolished). Sizeable gifts of material were also received from the State Archives (state historical material) and the Boston Finance Commission. Some of the gift collections have been sorted and absorbed by the library; others have had to be placed in storage temporarily, until there is sufficient staff to handle them.

While clearing some space in a remote supply storage closet on the library's fifth floor, several large boxes of personal papers were discovered. Under close examination, these proved to be the papers and scrapbooks of Eugene N. Foss, who served in Congress and as Governor from 1911 to 1914. The papers and the scrapbooks cover his family, political campaigns, and his efforts in support of the Prohibition movement. The papers had been given to the library sometime between 1960 and 1972, but were put in storage and forgotten by the library's staff and administration. The collection has now been transferred to acid-free boxes and placed in the library's vault.

Work continued on the restoration and conservation of the library's treasures housed in the library's vault. More leather bindings were treated and more pamphlets transferred to acid free envelopes.

The State Library leases about 3,000 square feet of space in the New England Depository Library where it houses a large part of its historic newspaper and periodical collection. Other use of this space has never been very efficient. During the past year efforts have been made to resolve some of these problems by disposing of a portion of the material stored in these quarters which is not relevant to the library's current missions. Once several aisles of shelving are cleared, portions of the less used collections now housed in the library's annex can be moved to the depository library. This will in turn free space into which other materials from the library's main stacks can be transferred. All of this moving about requires extensive manpower and supervision-commodities in exceedingly short supply in the library.

One of the subsidiary programs of the Works Project Administration (WPA) in the 1930's depression relief efforts was the Historic Records Survey. One project of this survey in Massachusetts was the indexing of the pre-1900 volumes of the executive

letters housed in the library. This extensive collection of the governors' incoming and outgoing correspondence covering the period 1860-1920 has great research value. However, it is very difficult to use due to the lack of a proper index. During the year, the State Librarian undertook to find out how the WPA left the indexing project in 1941 when it was suddenly terminated by the United States entry into World War II. In the library's vault were over seventy-five shoe boxes filled with 1½" X 5" slips or orange cards. This was the manuscript index on cards as left by the WPA, unproofed and unalphabetized. This summer a work/study student began the monumental chore of proofing the work slips and cards against the letter volumes and alphabetizing them roughly by initial letter. At the end of the summer, the project was still only one-third completed. Until this long-term indexing project is completed there is very little real access to this important source.

PUBLICATIONS

The State Library's Legislative Intern's Guide had long needed rewriting. It had been considered an imperfect tool when it was issued in its first edition four years ago. During the past year through the efforts of the library's professional staff, this important tool was completely rewritten and given a new title. The Guide to Legislative and Government Research is a 53 page do-it-yourself aid to the kind of public affairs research that is done everyday in the State Library. Unfortunately, the number of copies that could be produced was so limited by fiscal constraints that distribution was sharply limited. The library has been supplying copies of a standard cover to organizations needing multiple copies. The library thus gets credit for the publication, but printing and production costs fall on the user.

Last year the Secretary of State issued a cumulative edition of all state agencies' rules and regulations. This compilation and the updating Massachusetts Register have now filled a gap critical in the Commonwealth's legal documentation. This year the Secretary issued the index to these rules and regulations. The foundation of this published index was the index long maintained by the State Library. Mrs. Mary McLellan, Legislative Reference Assistant, and Ellen Embardò, an intern from Simmons, are to be credited for the tedious difficult work involved in this indexing.

The library continued to issue its three monthly publications under the close stewardship of Alan Fox. Commonwealth of Massachusetts Publications Received by the Massachusetts State Library and its annual cumulations, Massachusetts Executive Department Publications serve a wide audience of devoted followers in the worlds of government and libraries. Massachusetts Material is a monthly bibliography of current articles or recent

items added to the State Library's collection relative to Massachusetts and serves as both a buying aid for others collecting in this field and a potential future aid to supplementing the recently published Massachusetts: A Bibliography of its History, edited by John Haskell. The State Library cooperated extensively with this bibliographic project and would like to see its good work kept up to date.

The third publication, Recent and Interesting, is a bibliography of selected articles and books recently added to the State Library's collection which deal with problems or issues of interest to state government. The list is specifically aimed at state legislators and administrators.

The library, in conjunction with a consortium project, also issued a simple guide to its major microform holdings. Many of these extensive holdings are almost unknown even to members of the library's staff. It is hoped that a wide distribution of this guide to other appropriate libraries will generate increased use of these valuable resources.

The library also issued and distributed a revised list of the newspapers that are currently received.

RELATIONS

The State Library continued its affiliate membership in the Boston Library Consortium which this year incorporated and adopted its new and simpler name. A major production of the consortium this past year was the first edition of its Union List of Serials produced from machine readable data. This union list is by no means a perfect product, but it will contribute greatly to inter-library cooperation in the Boston area. The State Library's currently received periodical and newspaper holdings are all included in this listing and these holdings thus become much more available to users of libraries all over the state. Now it will be possible to obtain a separate listing of the State Library's periodicals which can be reproduced and given even wider distribution to all state government research staff.

This year Dr. Nicholas Olsberg was appointed State Archivist replacing Dr. Richard Hale, deceased. Dr. Olsberg has brought fresh enthusiasm and a solid professional approach to attacking the massive problems in the Commonwealth's archives and record management programs. The State Library and the State Archives, living next to each other, have normally maintained a warm and cooperative working relationship. We look forward to a continuation and strengthening of this warm liaison. Witness to this is the new joint use of a reading/search room.

The governor commissioned a group of businessmen from all over the state to look into the management of state government

agencies for possible cost-saving improvements. This management review made a number of recommendations for the State Library and the state's library programs. The two recommendations accepted for implementation were: 1) the State Library should develop a five-year plan outlining how it proposed to update its services and collections in order to fulfill its contemporary role, and 2) the State Library should survey the existing small libraries in other state agencies and propose guidelines by which they should be managed. The planning and writing of proposals to implement these two recommendations are being carried out, and the board of trustees has given approval to the initial draft of the five-year development plan.

For at least six years the State Library supported John Putnam of Concord and Baystate Environment, Inc. in disseminating information on environmental issues and problems in Massachusetts. This was a nonadvocacy current awareness type information service and consisted chiefly of a specialized newspaper clipping service. This service was funded from a combination of both public and private sources, but that funding was always somewhat precarious. With the state's continuing financial crisis the public funds, especially those from the State Library, due to its financial problems, was required to withdraw its support completely effective December 31, 1976. After considerable and careful reappraisal of its role in the environmental scene in Boston and other sources of support, the board of directors of Baystate Environment, Inc. voted to dissolve the organization and terminate its services.

The State Library continued to provide space for the Science Network of the General Court. This information unit funded by a National Science Foundation grant was developed to give the legislature and its committees quicker access to scientific or technical information needed in the legislative process or by individual legislators. The network has been working from a small corner of the library's mezzanine and it is hoped a little additional space will be available when renovations are completed in that area. The library has also been providing library access and training for the student interns who work for the network.

The State Library continued to work with Research Publications, Inc. of Connecticut in the regular monthly microfilming of Massachusetts' State publications. Unfortunately, this valuable document service will not continue past December 31, 1977 unless the number of subscribers increases sharply in the next six months.

The State Library has a system of exchanges with libraries all over the world, but most especially with other state libraries and law libraries in each of the United States. This year a careful reexamination of these exchange relationships was undertaken to determine whether a fair exchange was still taking place. This review also entailed updating all the exchange

mailing lists to insure accuracy of delivery. This is the first such total review of this exchange system in many years.

THE COMING YEAR

There are a number of projects or problems which will have our special attention during the new year.

1. Avoiding administrative restrictions on the funds actually appropriated by the General Court for the operation of the State Library
2. Avoiding an attempt to restrict the State Library's staffing to the level it had fallen to in July 1975, an evil period for the library's service capabilities. This program is aimed at an across-the-board reduction in the number of state employees by attrition.
3. Completing and receiving final approval of the State Library's five-year development plan.
4. Surveying the other state agency libraries.
5. Continuing the purge and shifting of the library's collection.
6. Installing the new windows and attempting to increase the capital appropriation to permit some improvement in the heating system.
7. Continuing the renovation of the library's mezzanine.
8. Making decisions about equipment to be purchased from the 1977/78 capital outlay budget.
9. Planning for connection to the cataloging machine readable databank available through NELINET and the Ohio College Library Center.
10. Planning for connection to the information databank available from the Library of Congress' Scorpio System as part of a two-year trial under a National Science Foundation grant to the General Court.
11. Competing and maneuvering for additional space in the State House in which the State Library's staff can work and perform the technical processes so vital to the library's effective operation.

All of the above are supportive of a State Library of sufficient strength to provide modern leadership to the other libraries in the Commonwealth.

STATISTICAL REPORT

July 1, 1976 - June 30, 1977

I <u>The Collection</u>	<u>1975/76</u> Corrected	<u>1976/77</u>
Books (volumes)		
Approx. total on July 1	867,081	856,517
Added during year	16,589	12,982
Withdrawn during year	27,153	37,583
Approx. total on June 30	856,517	831,916
Uncataloged pamphlets & documents	8,087	7,463
1976/77 : added 1,178 : withdrew : 1,802		
Current periodical titles received	1,318	1,542
1976/77 : added 224 : discontinued 0		
Current newspaper titles received	121	129
1976/77 : added 8 : discontinued 0		
Microfilm periodicals (reels)	4,128	4,985
1976/77 : added 857 reels during year		
Microfilm newspapers (reels)	7,597	7,841
1976/77 : added 244 reels during year		
Microfiche (sheets)	49,480	58,580
1976/77 : added 9,100 during year		
Jackets (sheets)	5,730	5,730
Microcards	1,710	1,710
Aperture cards	355	355
II <u>Use of Collection</u>		
Reference inquiries answered at Main desk	7,159	7,893
Guidance and assistance rendered	10,071	10,976
Photocopy prints made	148,353	158,648
Items used in library	9,763	10,668
Items borrowed from library	1,702	1,922
Items lent by State Library on Interlibrary loan	338	378
Items borrowed for State Library users on interlibrary loan		6

STATE LIBRARY OF MASSACHUSETTS

Appropriations and Expenditures

July 1, 1976 - June 30, 1977

Annual Report

	<u>Appropriation</u>	<u>Actual Expenditure</u>
Personnel, permanent & part-time	\$330,673	\$329,214
Library books, microfilm and other materials, printing, and binding	114,153	112,705
Supplies, repairs, rentals	26,247	25,262
Minor furniture & Equipment Purchase and Replacement	3,000	3,000
	<u>\$474,073</u>	<u>\$470,181</u>

THE COMMONWEALTH OF MASSACHUSETTS

